



**Parks and Greenways Board
Regular Meeting Minutes
June 10, 2025 – 9:30 AM**

Vice Chair Judy Lyons called the meeting to order at 9:32 AM on Tuesday, June 10, 2025.

In attendance were:

Paula Bailey (via Zoom)
George Banta, Commissioner and Council Representative
John Glover
Bryan Hensley, Park Technician
Aaron Hollis, Zoning Administrator/Assistant to Town Manager
Pat La Salle, Secretary
Denise Layfield
Judy Lyons, Vice Chair/Acting Chair
Todd Plessel
Anne Waring

PUBLIC COMMENT

None

APPROVAL OF AGENDA

In lieu of hard copies due to issues with the Town's printer, the agenda mailed earlier was unanimously approved and, contrary to custom, additional items (if any) will be entertained.

APPROVAL OF MINUTES (REGULAR MEETING 5/13/25 and SITE MEETING 5/22/25)

Approval of minutes for both the last regular meeting and amended minutes from the last site meeting was moved by John, seconded by Anne and unanimously approved.

BUDGET REPORT

None. The final review and approval of the Town Budget is planned for this Thursday.

OLD BUSINESS

- **2026 Comprehensive Plan Review-** Pat proposed that we start regular work sessions and agreed to get them on the Town calendar. Anne volunteered to help work on the Plan and Judy noted that any interested party may choose to attend the work sessions.

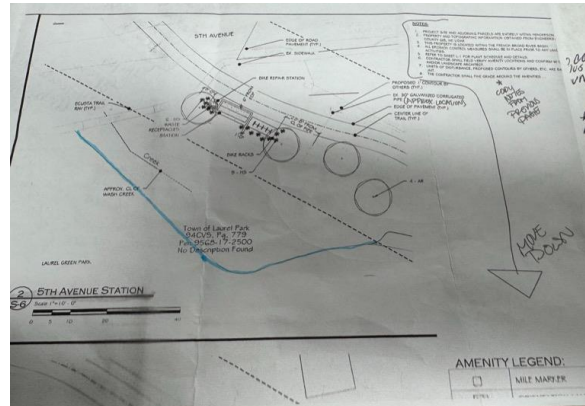
- **Review of bylaws/Need for revising** – Aaron reported that a “clean” version of the Bylaws has been located and distributed. The main point that needs clarification is the number of members needed to establish a quorum. Citing the recent issue wherein membership was insufficient to establish a quorum and, hence, to transact business, the Board agreed to change the wording from the current specific number (4) to a more general phrasing indicating a majority of the currently appointed members. Pat agreed to draft the wording for review/approval at our next meeting.
- **IPM update** – A discussion of the purpose, scope and content of an IPM ensued. Pointes discussed included:
 - Need to identify the pest and outline the remediation
 - Bee mortality and the current thinking that it’s not pesticides, but varroa mite that’s at issue
 - The scope is for all Town-owned property rather than personal property owners, as this would be impossible to mandate or enforce
 - Input should include the Park Technician, as the Park Maintenance team would be the most impacted by the IPM
 - The concept is that the IPM should be a mission statement with a methodology guiding the thinking process around pest management. Post acceptance, we need a Communication Plan for publishing, adopting and disseminating the Plan.
- **Centennial Flower Bed** – Judy noted that the P&G has completed our contribution to the beautification of Laurel Green Park and celebration of the Centennial by planting several flats of begonias to spell out “100” on the berm adjacent to 5th Street.
- **Canal Park Vegetation Removal Update** – Denise reported that Corey (Rhodes Excavation) has completed the work for which he was contracted. After reviewing the property along with a retired landscape architect, Denise made the following observations/recommendations:
 - Due to its size, configuration, slope and other topology, the Park is not suitable as a traditional park with specimen plantings and flowers that require a good deal of maintenance.
 - Denise and her consultant are suggesting that we “re-forest” the area. She suggests expanding the arborvitae and holly that was planted two years ago for Arbor Day with other evergreens as a buffer. A walking path could be installed as a pass-through to other areas of Laurel Green. It was also further suggested that pollinator-friendly deciduous trees such as serviceberries and/or maples be planted closer to the street.
 - Judy stated that we needed to ensure that all of the work that we expected to have done as part of this contract has been completed before the invoice is paid. Bryan noted that an area in the back corner of the property that had been discussed with the contractor was not cleared. The Board decided to visit Canal Park as our next Site Visit with an objective to inspect the work and to develop specific plans for what to do next.
- **Ecusta Trail interface with Laurel Green Park** – George, Hunter Marks (designer of the Laurel Green Park restoration) and Denise met onsite to determine what is expected to be done and what needs to be done with the area between Laurel Green Park and Southern Streams coffee shop. Denise reported that there is a proposal awaiting the Town Manager’s signature for a drainage ditch to be installed from the existing drainage pipe down to the catchment area near Wash Creek. This is a Laurel Park responsibility. As regards the Ecusta

Trail's responsibility. George reported that the work is not complete and there are three things yet to be done (see schematic):

- Three/four deciduous trees are planned to be planted on the Park side of the area.
- A 4-parallel space parking pad is planned for installation on Wash Creek Road.
- A Way Station/Shelter is planned to be installed as a seating area as well as a bike repair space.

The timeframe for this work to be completed is the Fall of 2025. As such, the P&G Board

agreed to wait on any further work/discussion until after this work is completed.



NEW BUSINESS

- **Sabine Dr Site Plan Review & Comment for Impacts on Tree Protection, Parks, and Greenways** - Judy recapped the role of the Parks & Greenways Board as reviewer/advisor on plans submitted to the Town for approval. While the Board has no direct authority, generally suggestions are welcomed by the Council and agreed to have merit. In this particular case, it was noted that the plans submitted for development of the Sabine Drive property not only met the zoning requirements but far exceeded them in terms of retention/replacement of tree canopy, perimeter plantings, etc. It was noted that the property in question belongs to Paula Bailey, a member of the Board, who expressed her family's excitement for developing the property and moving in. No motion or further action by the Board is needed.

PARK TECHNICIAN'S REPORT

Bryan reported that he and Laura have been primarily consumed with preparing for the Centennial celebration on July 5th. He advised that when we consider what to do with Canal Park, we need to consider the maintenance requirements and, specifically, the mulching requirements. It was noted that the mulching effort today is considerable and, when Rhododendron Nature Park re-opens, that is going to take even more effort. Bryan and Laura are focusing their efforts on the east end of Laurel Green and working up toward the Town Hall.

INVASIVE SPECIES COMMITTEE REPORT

It was noted that there exists a significant vacuum with the absence of a representative from the Invasive Species Committee, both in terms of its operation under the auspices of P&G as well as the substantial relevance and coverage in the Town's Comprehensive Plan. Paula Bailey volunteered to be the P&G liaison to the Invasive Species Committee.

BEE COMMITTEE REPORT

Outside of the submission of the IPM Plan, nothing of consequence.

BOARD AND COMMISSIONER COMMENTS

Nothing additional.

ADJOURNMENT

There being no further business, Denise moved to adjourn at 11:01 AM, seconded by Anne and unanimously approved.

NEXT MEETINGS

SITE VISIT:

Location – 06/26/2026, Canal Park 4:00 PM. Please be prepared to discuss where and what action is needed next.

REGULAR MEETING:

Tuesday, July 8, 2025, Town Hall Meeting Room, 9:30 AM